

DLIS-RW

November 28, 2001

ISSUE OF STOCKED FORMS **AND STATIONERY**

A. A. REFERENCE. **DLIS Directive 5335.2, Issue of Stocked Supplies and Forms, June 11, 1996**, (hereby superseded).

B. PURPOSE. This directive:

1. Supersedes reference A.

2. Provides policy and responsibilities for the management of stocked forms **and stationery**.

C. APPLICABILITY AND SCOPE. This directive is applicable to all organizational elements and tenants supported through **DLIS** Interservice Support Agreements (ISSA) for stocked forms **and stationery**.

D. DEFINITIONS. Stocked Forms and Stationery. Forms and stationery warehoused in the Federal Center complex for issue to authorized customers.

E. POLICY.

1. Stocked forms **and stationery** are available to qualified customers through the Base Operations Support System (BOSS).

2. **DLIS**-RW will only issue stocked items necessary to support efficient and economical operations.

3. ISSAs with other agencies and tenants provide stocked forms **and stationery** on a reimbursable basis.

F. RESPONSIBILITIES.

1. Facilities and Supply Division, Directorate of Planning and Resource Management (**DLIS**-RW) will:

a. Administer the base supply operation efficiently to support missions.

b. Effectively manage and maintain stocked levels to adequately support customers without overstocking while keeping backorders to a minimum.

c. Assure current DD Form 577, Signature Cards, are on file for authorized individuals or designees to order stocked forms **and stationery**.

d. Routinely process supply requests the same day of receipt.

e. Complete stocked inventories at required intervals and notify customers of scheduled inventory dates.

f. During inventories, issue only mission critical or essential items.

g. Receive and review BOSS status reports and distribute to customers on a timely basis.

h. Develop a stocked **forms** catalog and **display on DLIS-RW web site**.

i. Maintain this directive in a current status and review it **biennially**.

2. Customers:

a. Provide **DLIS**-RW a completed DD Form 577 for authorized individuals or designees to order and pick up forms and stationery. Provide an updated DD Form 577 to **DLIS**-RW when individuals change.

b. Provide **DLIS**-RW forms **and stationery** orders with complete and accurate information. Customers may order via phone call, e-mail, regular mail, or facsimile. The services contract COR must sign emergency (walk through) orders.

c. Acknowledge receipt of issued forms **and stationery** by signing the issue document.

d. Turn-in excess forms and stationery on a DLA Form 1305, Standard Return. Return forms and stationery to the forms warehouse in the original unit of issue and in "like new" condition.

e. Return non-stocked supplies in less than new condition by preparing a **DLIS** Form 1783, Request for Services, **for back dock pickup**. Box supplies with like items together, mark quantities and item names on the outside of the container.

3. Services Contractor:

a. Receive DLA Form 1348s from **DLIS**-RW and issue forms **and stationery** from inventory.

b. Issue all stocked items on a First In First Out (FIFO) basis.

c. Process DLA Form 1305s through **DLIS**-RW.

d. Receive and issue all forms **and stationery** in accordance with DLAM 5335.2, BOSS Stock Fund Users Manual.

e. Conduct inventories as required.

G. EFFECTIVE DATE AND IMPLEMENTATION. This directive is effective and implemented **upon signature by the DLIS Deputy**.

H. INFORMATION REQUIREMENTS. (Reserved for future use.)

BY ORDER OF THE COMMANDER

/s/

RICHARD B. MAISON
Deputy

